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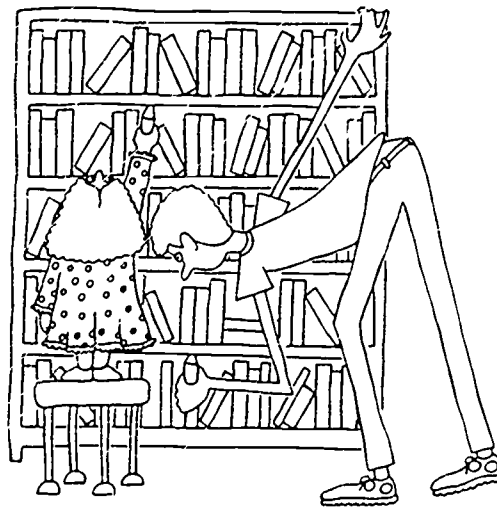
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## ABSTRACT

Designed to help students in grades kindergarten through 12 become proficient in library and information skills, this curriculum guide emphasizes the following information skill categories: (1) orientation to the library/media center; (2) reference and research; (3) production of informational media presentations in a variety of formats; and (4) reading promotion and appreciation. General goals for teaching the four categories of library/information skills are provided, and a four-phase approach to presenting specific skills appropriate for each grade level is outlined. In addition, a scope and sequence chart for skill presentation is provided. Also included are a listing of 79 sources from which instructional materials for use in teaching information skills may be purchased and a 128-item bibliography which lists professional materials for teachers and librarians to use to supplement and enhance their methodology in teaching information skills, with emphasis on items of a practical rather than a theoretical nature. A listing of curriculum guide committee members is also included. (KM)

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INFORMATION SKILLS  
FOR  
SOUTH DAKOTA STUDENTS



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1986

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## INTRODUCTION

School library/media centers are vital elements in the education of South Dakota's youth. The major purpose of the library/media center is the communication of information through the use of media. As a result of modern technology, information and ideas are being channeled through an ever expanding variety of print and nonprint media. The library/media center is the place where students, teachers and staff have access to this media through it's organizational system, equipment, and professional assistance. If the media center is to contribute to effective learning, students must become proficient in information skills.

The guide which follows places emphasis on these categories of information skills:

1. orientation to the library/media center
2. reference and research
3. production of information in a variety of formats
4. reading promotion and appreciation

Each category is broken down into specific skills for each grade level. An outline of these skills is provided in the first part of this guide, along with a scope and sequence chart, and a list of general goals for teaching library/information skills.

The second part of the guide provides a bibliography of instructional materials for use in teaching information skills. An effort was made to develop a fairly comprehensive list of materials. However, it must be noted that inclusion in this list does not constitute a recommendation for purchase. In all cases, it is recommended that you preview before making any purchase.

The final section of the guide includes a bibliography of professional materials for teachers and librarians to use to supplement and enhance their methodology in teaching information skills. Again, an effort was made to compile a fairly comprehensive list, placing emphasis on items with a practical rather than theoretical nature.

Finally, it must be noted that this document is only a guide. Each school or district should adapt the content to meet the local curriculum, as well as the abilities and interests of students.

## GOALS FOR TEACHING LIBRARY/INFORMATION SKILLS

### I. Orientation

The student will become familiar with the unique features of the library/media center (LMC).

- A. The student will recognize the roles of LMC staff.
- B. The students will know where various information formats are located within the LMC.
- C. The student will follow LMC rules.
- D. The student will demonstrate appropriate behavior for various LMC activities.
- E. The student will identify services available from the LMC.

### II. Reference and Research

The student will become familiar with the methods for organizing information in the school and community.

- A. The student will know that information is available in subject categories and in a variety of media formats.
- B. The student will distinguish between different types of information sources.
- C. The student will use appropriate organizational and indexing systems to locate information.
- D. The student will select material based on content, level of difficulty, and preferred learning style.

### III. Production

The student will design, produce, present, and evaluate the presentation of information in a variety of formats.

- A. The student will handle, set up, use, and care for equipment appropriately.
- B. The student will develop independence in planning, producing, presenting, and evaluating media presentations in a variety of formats.

### IV. Reading promotion and appreciation

The student will value, use and enjoy print and nonprint media for educational, personal, vocational and recreational purposes.

- A. The student will develop a positive attitude toward books, reading, and library media centers.
- B. The student will develop critical reading, thinking, viewing, and listening skills.

## OUTLINE

### PHASE I (GRADES K-3)

#### I. How to use the LMC

The student will demonstrate understanding of the media center's organization, and of the procedures required to use the center and its collections.

- A. Orientation
  - location within building
  - manners - library conduct
  - LMC rules
  - names of personnel
  - circulation procedures
  - other general information on use
- B. Care of Materials
  - print
  - nonprint
- C. Location of Material (i.e. physical locations in media center)
  - "easy" books
  - fiction and nonfiction
  - reference
  - magazines
  - AV material and equipment
- D. Card Catalog
  - method for organizing collection
  - call number
- E. Dewey Decimal Classification
  - 10 major categories

#### II. Reference & Research

The student will identify basic concepts presented in media, & will begin to use alphabetical order as a method for finding information.

- A. Parts of Books or Nonprint Materials
  - cover
  - spine
  - check out card/pocket, date due slip
  - title page (author/title)
  - copyright page/date/symbol
  - publisher
  - table of contents
  - illustrator and illustrations
  - index
  - script with nonprint material
  - blurb

- B. Dictionaries  
alphabetical order
- C. Encyclopedias (not taught at this level)
- D. Indexing Services (not taught at this level)
- E. Other Reference Sources (not taught at this level)
- F. Newspapers/Magazines (not taught at this level)
- G. Vertical File (not taught at this level)
- H. Research Techniques  
alphabetical order
- I. Community resources (not taught at this level)
- J. Other libraries  
visit another library  
use another library

### III. Production

The student will design, produce, and/or select a variety of media formats to present information.

- A. Equipment  
how to handle, set up and use  
how to care for after use
- B. Producing Materials  
  
illustrating stories  
transparencies  
writing poetry  
filmstrips  
puppets

### IV. Reading Promotion

The student will value, use, and enjoy a variety of media for recreation and personal development.

picture books (wordless)  
Caldecott award books  
"easy" books  
biography/autobiography  
tall tales  
booktalks  
make up story endings  
story writing  
story sequence  
story morals

story drama  
book reports  
puppet plays  
sing stories (example: "Old McDonald")

## PHASE II (GRADES 4-6)

### I. How to Use the LMC

The student will demonstrate a working knowledge of the media center's organization, and of the procedures required to use the center and its collections.

#### A. Orientation

#### B. Care of Materials

#### C. Location of Material

location of Dewey categories  
vertical file

#### D. Card Catalog

alphabetical order  
guide cards  
types of cards (author/title/subject)  
nonprint material cards  
subject headings (related topics)  
cross references ("see", "see also")

#### E. Dewey Decimal Classification

Cutter or author letters  
function of decimal point  
categories and subcategories

### II. Reference and Research

The student will select information using alphabetical order, indexes, guide words, subject headings, and other methods that are appropriate for personal needs and class assignments.

#### A. Parts of Books or Nonprint Materials

edition  
preface  
maps, charts  
footnotes  
glossary  
appendix, addenda  
bibliography

#### B. Dictionaries

guide words  
pronunciation guides



other guides/special helps  
special language dictionaries (ex. thesaurus)  
special subject dictionaries (ex. science dictionary)

C. Encyclopedias

scope of coverage (is it general or specialized?)  
currentness (copyright date)  
order of arrangement  
guide words  
headings, subheadings  
cross references  
illustrations, maps, charts, etc.  
index

bibliographies and additional study guides

D. Indexing Services

Children's Magazine Guide  
Reader's Guide

E. Other Reference Sources

purpose and location  
almanacs  
atlases  
yearbooks, handbooks

F. Newspapers/Magazines

general periodicals (ex. Time, Good Housekeeping, etc.)  
specialized subject periodicals (ex. American History Illustrated,  
Science News, etc.)  
viewpoint and bias  
editorials

G. Vertical File

general content  
maps  
pictures  
pamphlets  
clippings  
career information  
viewpoint and bias

H. Research Techniques

restate information in own words  
locate information to support opinion  
authoritativeness, scope, bias of sources  
notetaking  
outlining  
bibliography (compile using simple form)  
skimming for information

I. Community Resources

J. Other libraries

use interlibrary loan

### III. Production

The student will design, produce, and/or select a variety of media formats to present information.

#### A. Equipment

#### B. Producing Materials

slides

realia

making a book

### IV. Reading Promotion

The student will value, use and enjoy a variety of media for recreation and personal development.

Newbery award books

plays

mythology

short stories

types of fiction

Jr. Great Books

choose material appropriate to reading level

reading for information

reading for pleasure

history of books and printing

recognize author's works (develop favorite author)

## PHASE III (GRADES 7-9)

### I. How to Use the LMC

The student will demonstrate a working knowledge of the media center's organization, and of the procedures required to use the center and its collections.

#### A. Orientation

#### B. Care of Materials

#### C. Location of Material

#### D. Card Catalog

filing rules

analytics

#### E. Dewey Decimal Classification

### II. Reference and Research

The student will select and use information from a variety of resources that are appropriate for personal needs and class assignments.

- A. Parts of Books and Nonprint Materials
- B. Dictionaries  
abridged vs. unabridged
- C. Encyclopedias
- D. Indexing Services
- E. Other Reference Sources  
parliamentary procedure guides  
statistical sources  
directories
- F. Newspapers/Magazines
- G. Vertical File
- H. Research Techniques  
primary vs. secondary sources  
summarizing, annotating  
draw inferences, make generalizations, tentative conclusions  
footnotes
- I. Community Resources
- J. Other libraries

### III. Production

The student will design, produce, and/or select a variety of media formats to present information.

- A. Equipment
- B. Producing Materials  
drymount press  
mounting pictures  
lettering devices  
cassette tapes  
video tapes  
film (8 mm or 16 mm)

### IV. Reading Promotion

The student will value, use, and enjoy a variety of media for recreation, personal growth and vocational pursuits.

best books about South Dakota for young adults  
best books for young adults

#### PHASE IV (GRADES 10-12)

##### I. How to use the LMC

The student will demonstrate a working knowledge of the media center's organization, and of the procedures required to use the center and its collections.

- A. Orientation
- B. Care of Materials
- C. Location of Material
- D. Card Catalog
- E. Dewey Decimal Classification  
other classification systems (Library of Congress, etc.)

##### II. Reference and Research

The student will select and use information from a variety of resources that are appropriate for personal needs and class assignments.

- A. Parts of Books or Nonprint Materials
- B. Dictionaries
- C. Encyclopedias
- D. Indexing Services
  - Biography Index
  - Poetry Index
  - Short Story Index
  - other special indexes
- E. Other reference sources
  - quotation books
  - book reviews
  - government publications
  - biographical sources
  - on-line databases
- F. Newspapers/Magazines
  - microforms
- G. Vertical File
- H. Research Techniques
  - bibliography using standard form (ex. Chicago Manual of Style)
  - on-line access to databases
- I. Community Resources

J. Other libraries

III. Production

The student will design, produce, and/or select a variety of media formats to present information.

A. Equipment

B. Producing Materials

IV. Reading Promotion

The student will value, use and enjoy a variety of media for recreation, personal growth, and vocational pursuits.

recommended adult books for young adults  
evaluate by reading reviews

SCOPE AND SEQUENCE	K	PHASE I			PHASE II			PHASE III			PHASE IV		
		1	2	3	4	5	6	7	8	9	10	11	12
Concept/Skill													
I. How to use the library/media center													
A. Orientation													
location within building	X	X	X	X	X	X	X	X	X	X	X	X	X
manners (library conduct)	X	X	X	X	X	X	X	X	X	X	X	X	X
library/media center rules	X	X	X	X	X	X	X	X	X	X	X	X	X
circulation procedures	X	X	X	X	X	X	X	X	X	X	X	X	X
names of personnel	X	X	X	X	X	X	X	X	X	X	X	X	X
other general information on use	X	X	X	X	X	X	X	X	X	X	X	X	X
B. Care of Materials													
print	X	X	X	X	X	X	X	X	X	X	X	X	X
nonprint		X	X	X	X	X	X	X	X	X	X	X	X
C. Location of Material													
"easy" books	X	X	X	X	X	X	X	X	X	X	X	X	X
fiction and nonfiction		X	X	X	X	X	X	X	X	X	X	X	X
reference			X	X	X	X	X	X	X	X	X	X	X
location of Dewey categories					X	X	X	X	X	X	X	X	X
location of magazines	X	X	X	X	X	X	X	X	X	X	X	X	X
vertical file (pamphlets)						X	X	X	X	X	X	X	X
AV material and equipment		X	X	X	X	X	X	X	X	X	X	X	X
D. Card catalog													
method of indexing collection				X	X	X	X	X	X	X	X	X	X
alphabetical order					X	X	X	X	X	X	X	X	X
guide cards					X	X	X	X	X	X	X	X	X
call numbers			X	X	X	X	X	X	X	X	X	X	X
types of cards (author, title, subject)					X	X	X	X	X	X	X	X	X
nonprint material cards					X	X	X	X	X	X	X	X	X
subject headings (related topics)					X	X	X	X	X	X	X	X	X
cross references (see, see also)					X	X	X	X	X	X	X	X	X
analytics								X	X	X	X	X	X
filing rules								X	X	X	X	X	X

## E. Decimal Classification

10 major categories			X	X	X	X	X	X	X	X	X	X
function of decimal point				X	X	X	X	X	X	X	X	X
Categories and subcategories				X	X	X	X	X	X	X	X	X
other classification systems												
(Library of Congress, etc.)											X	X
Cutter or author letters				X	X	X	X	X	X	X	X	X

## II. Reference and Research

### A. Parts of books or nonprint materials

cover	X	X	X	X	X	X	X	X	X	X	X	X
spine	X	X	X	X	X	X	X	X	X	X	X	X
check out card/pocket,												
date due slip	X	X	X	X	X	X	X	X	X	X	X	X
title page (author/title)		X	X	X	X	X	X	X	X	X	X	X
edition						X	X	X	X	X	X	X
copyright page, date			X	X	X	X	X	X	X	X	X	X
blurb		X	X	X	X	X	X	X	X	X	X	X
table of contents				X	X	X	X	X	X	X	X	X
publisher			X	X	X	X	X	X	X	X	X	X
preface					X	X	X	X	X	X	X	X
illustrations, plates, maps, charts	X	X	X	X	X	X	X	X	X	X	X	X
footnotes						X	X	X	X	X	X	X
glossary					X	X	X	X	X	X	X	X
index				X	X	X	X	X	X	X	X	X
appendix, addenda						X	X	X	X	X	X	X
bibliography						X	X	X	X	X	X	X
script, guide with nonprint material			X	X	X	X	X	X	X	X	X	X

### B. Dictionaries

alphabetical order			X	X	X	X	X	X	X	X	X	X
guide words				X	X	X	X	X	X	X	X	X
pronunciation guides				X	X	X	X	X	X	X	X	X
other guides/special helps				X	X	X	X	X	X	X	X	X
abridged vs. unabridged						X	X	X	X	X	X	X
special language dictionaries				X	X	X	X	X	X	X	X	X
special subject dictionaries				X	X	X	X	X	X	X	X	X

### C. Encyclopedias

scope of coverage					X	X	X	X	X	X	X	X
currentness (copyright date)					X	X	X	X	X	X	X	X
order of arrangement (alphabetical, other)												
guide words				X	X	X	X	X	X	X	X	X
headings, subheadings				X	X	X	X	X	X	X	X	X
cross references				X	X	X	X	X	X	X	X	X
illustrations, maps, charts				X	X	X	X	X	X	X	X	X
index					X	X	X	X	X	X	X	X
bibliographies and other study guides						X	X	X	X	X	X	X

### D. Indexing services

<u>Reader's Guide</u> (abridged, unabridged)					X	X	X	X	X	X	X	X
<u>Children's Magazine Guide</u>	X			X	X	X	X	X	X	X	X	X
<u>Biography Index</u>										X	X	X
<u>Play Index</u>										X	X	X
<u>Poetry Index</u>										X	X	X
<u>Short Story Index</u>										X	X	X
other special indexes										X	X	X

### E. Other reference sources

purpose and location					X	X	X	X	X	X	X	X
almanac					X	X	X	X	X	X	X	X
atlas, gazetteer					X	X	X	X	X	X	X	X
parliamentary procedure							X	X	X	X	X	X
quotation books								X	X	X	X	X
statistical sources								X	X	X	X	X
yearbooks, handbooks						X	X	X	X	X	X	X
book reviews											X	X
directories							X	X	X	X	X	X
government publications										X	X	X
biographical sources (subject arrangement)										X	X	X
on-line databases											X	X



## F. Newspapers/magazines

general periodicals					X	X	X	X	X	X	X	X
specialized subject periodicals						X	X	X	X	X	X	X
viewpoint and bias					X	X	X	X	X	X	X	X
editorials					X	X	X	X	X	X	X	X
microforms										X	X	X

## G. Vertical file

general content					X	X	X	X	X	X	X	X
maps						X	X	X	X	X	X	X
pictures						X	X	X	X	X	X	X
pamphlets						X	X	X	X	X	X	X
clippings						X	X	X	X	X	X	X
career information						X	X	X	X	X	X	X
viewpoint and bias						X	X	X	X	X	X	X

## H. Research techniques

authoritativeness, scope, bias of sources						X	X	X	X	X	X	X
primary vs. secondary sources								X	X	X	X	X
restate information in own words					X	X	X	X	X	X	X	X
notetaking						X	X	X	X	X	X	X
locate information to support opinion						X	X	X	X	X	X	X
summarizing, annotating								X	X	X	X	X
draw inferences, make generalizations, tentative conclusions								X	X	X	X	X
outlining						X	X	X	X	X	X	X
alphabetical order					X	X	X	X	X	X	X	X
footnotes								X	X	X	X	X
skimming for information						X	X	X	X	X	X	X
bibliography as a resource						X	X	X	X	X	X	X
prepare bibliography using standard format							X	X	X	X	X	X
online access to databases											X	X

## I. Community resources

					X	X	X	X	X	X	X	X
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	PHASE I			PHASE II			PHASE III			PHASE IV		
K	1	2	3	4	5	6	7	8	9	10	11	12
J. Other libraries												
visit another library	X	X	X	X	X	X	X	X	X	X	X	X
use another library			X	X	X	X	X	X	X	X	X	X
use interlibrary loan						X	X	X	X	X	X	X

### III. Production

#### A. Equipment\*

how to handle, set up, use	X	X	X	X	X	X	X	X	X	X	X	X
how to care for after use	X	X	X	X	X	X	X	X	X	X	X	X
*may include:												
8mm projector						X	X	X	X	X	X	X
16mm projector						X	X	X	X	X	X	X
filmstrip projector			X	X	X	X	X	X	X	X	X	X
filmstrip viewer	X	X	X	X	X	X	X	X	X	X	X	X
record player	X	X	X	X	X	X	X	X	X	X	X	X
cassette player	X	X	X	X	X	X	X	X	X	X	X	X
slide projector					X	X	X	X	X	X	X	X
lettering devices						X	X	X	X	X	X	X
dry mount press							X	X	X	X	X	X
overhead projector			X	X	X	X	X	X	X	X	X	X
opaque projector					X	X	X	X	X	X	X	X
video player/recorder/camera							X	X	X	X	X	X
microfilm reader/printer										X	X	X
microcomputer	X	X	X	X	X	X	X	X	X	X	X	X

#### B. Producing materials

illustrating stories	X	X	X	X	X	X	X	X	X	X	X	X
transparencies			X	X	X	X	X	X	X	X	X	X
writing poetry			X	X	X	X	X	X	X	X	X	X
filmstrips			X	X	X	X	X	X	X	X	X	X
slides				X	X	X	X	X	X	X	X	X
dry mount press							X	X	X	X	X	X
mounting pictures							X	X	X	X	X	X
lettering							X	X	X	X	X	X
cassette tapes							X	X	X	X	X	X
video tapes							X	X	X	X	X	X
film (8 or 16mm)									X	X	X	X
puppets	X	X	X	X	X	X	X	X	X	X	X	X

	PHASE I			PHASE II			PHASE III			PHASE IV		
K	1	2	3	4	5	6	7	8	9	10	11	12
realia					X	X	X	X	X	X	X	X
making a book					X	X	X	X	X	X	X	X

# VI. Reading promotion

Caldecott award books		X	X	X	X	X	X	X	X	X	X	X
pict .re books (wordless)	X	X	X	X	X	X	X	X	X	X	X	X
Newbery award books					X	X	X	X	X	X	X	X
"easy" books	X	X	X	X	X	X	X	X	X	X	X	X
poetry				X	X	X	X	X	X	X	X	X
biography/autobiography				X	X	X	X	X	X	X	X	X
fairy tales	X	X	X	X	X	X	X	X	X	X	X	X
tall tales				X	X	X	X	X	X	X	X	X
plays				X	X	X	X	X	X	X	X	X
mythology						X	X	X	X	X	X	X
short stories				X	X	X	X	X	X	X	X	X
types of fiction (historical, science, etc.)				X	X	X	X	X	X	X	X	X
best books about South Dakota							X	X	X	X	X	X
Jr. Great Books			X	X	X	X	X	X	X	X	X	X
best books for young adults							X	X	X	X	X	X
recommended adult books for young adults											X	X
choose material appropriate for reading level				X	X	X	X	X	X	X	X	X
reading for information				X	X	X	X	X	X	X	X	X
reading for pleasure				X	X	X	X	X	X	X	X	X
booktalks		X	X	X	X	X	X	X	X	X	X	X
history of books and printing				X	X	X	X	X	X	X	X	X
make up story endings	X	X	X	X	X	X	X	X	X	X	X	X
story writing			X	X	X	X	X	X	X	X	X	X
story sequence	X	X	X	X	X	X	X	X	X	X	X	X
story morals	X	X	X	X	X	X	X	X	X	X	X	X
story drama	X	X	X	X	X	X	X	X	X	X	X	X
book reports		X	X	X	X	X	X	X	X	X	X	X
puppet plays	X	X	X	X	X	X	X	X	X	X	X	X
recognize author's work				X	X	X	X	X	X	X	X	X
evaluate by reading reviews											X	X

## INSTRUCTIONAL MATERIALS

Allyn and Bacon  
Seven Wells Avenue  
Newton, MA 02159

Study Skills for Information Retrieval (workbook series)

Avante Garde Creations  
P. O. Box 30160  
Eugene, OR 97403

Audio-Visual Equipment (micro software)

BFA Educational Media  
2211 Michigan Avenue  
Santa Monica, CA 90406

Library Skills (filmstrip series)  
Understanding the Library (filmstrip series)

Book Lures Inc.  
P. O. Box 9450  
O'Fallon, MO 63366

Book Encounters of the Best Kind (activity books)  
The Research Book for Gifted Programs K-8  
Activities with Folktales and Fairytales  
The Book Report Book for Primary Grades  
Caldecott Capers  
Catalog Crosswords  
Literature Word Searches  
Super Seven Newbery Activities  
How Many Bones In a Bear? And Other First Research Projects  
(among others)

Bowmar/Noble  
P.O. Box 25308  
1901 N. Walnut Street  
Oklahoma City, OK 73127

Library and Reference Skills (workbook series)

Calico, Inc.  
P. O. Box 15916  
St. Louis, MO 63114

Reference series (micro software)

Almanacs  
Bartlett's  
Current Biography  
Periodical Indexes  
Poetry Indexes  
Library Catalog

Center for Applied Research in Education, Inc.  
P.O. Box 430  
West Nyack, NY 10995

Library Skills Activity Puzzles  
Elementary School Library Resource Kit

Center for Educational Experimentation/Development/Evaluation  
218 Linquist Center  
University of Iowa  
Iowa City, IA 52242

Dig Out Facts: Unit II, Pt 1,2,3 (micro software)

Center for Humanities, Inc.  
Communications Park, Box 1000  
Mt. Kisco, NY 10549

How to Survive in School: Using Library Resources and Reference Materials,  
Parts I, II, & III (slides, records & cassettes)  
The Research Paper Made Easy: From Assignment to Completion (slides and  
record kit)  
Where to Go for What You Want; Special Problems in Library Research  
(slides and record kit)

Charles Clark Co, Inc.  
168 Express Drive South  
Brentwood, NY 11717

Basic Library Skills (micro software)  
Finding the Book You Want  
Graph & Map Reading  
Reference Skills

Children's Magazine Guide  
7 N. Pinckney Street  
Madison, WI 53703

How to Use Children's Magazine Guide (filmstrip kit)

COMBASE, Inc.  
Suite 890  
333 Sibley Street  
St. Paul, MN 55101

Elementary Library Media Skills (micro software)

Continental Press  
520 East Ba .bridge Street  
Elizabethtown, PA 17022

Library Skills (dup. masters)

Creative Teaching Press  
15598 Producer Lane  
Huntington Beach, CA 92649

Quest (activity cards)

Delta X Industries  
P. O. Box 2565  
Marinette, WI 54143

Reference Skills (micro software)  
Bookshelf  
Dictionary

T.S. Denison and Co., Inc.  
9601 Newton Avenue S.  
Minneapolis, MN 55431-2590

Card Catalog Game  
Dewey Teaches the Reader's Guide (self teaching story)  
Library Skills (workbooks)  
Illustrated Library Activity Cards  
(among others)

Walt Disney Educational Media Co.  
500 S. Buena Vista Street  
Burbank, CA 91521

Library Media Center (filmstrip kit)  
Library Skills: the Biblio Files (filmstrip kit)

ESP, Inc.  
1201 E. Johnson  
P. O. Drawer 5037  
Jonesboro, AR 72401

cassette tapes & dup. masters

Educational Activities, Inc.  
P. O. Box 392  
Freeport, NY 11520

Learning the Library (filmstrip kit)  
Library Reference Information (filmstrip kit)  
Reading Maps, Globes, Charts, Graphs (cassettes, dup. masters, activity books)  
Search & Research (activity cards)  
Library & Media Skills (micro software)

Educational Associates  
P. O. Box 35221  
Phoenix, AZ 95069

Library Skills Series (micro software)  
Researchit Series (micro software)

Educational Enrichment  
357 Adams Street  
Bedford Hills, NY 10507

Developing Library Skills (filmstrip kit)

Educational Services, Inc.  
P. O. Box 219  
Stevensville, MI 49127

The SPICE series: Library Studies (dup. masters; grade 3-6 & 7-9)

Encyclopedia Britannica Educational Corp.  
425 N. Michigan Avenue  
Chicago, IL 60611

How to Use Britannica 3 (filmstrip kit)  
Reference Study Skills (transparencies)  
Library Skills (micro software)  
Know your Encyclopedia: How to Use Compton's (filmstrip kit)

Eye Gate Media  
3333 Elston Avenue  
Chicago, IL 60618

filmstrips, dup. masters, transparencies

Facts on File  
460 Park Avenue S.  
New York, NY 10016

A Student's Guide to Library Reference Materials (pamphlet)

Fairway Software Co.  
Box 106  
Freeport, IL 51032

Reference Skills (micro software)

Follett Library Book Co.  
4506 Northwest Highway  
Crystal Lake, IL 60014

Skills Maker (micro software)

Good Apple, Inc.  
P. O. Box 299  
Carthage, IL 62321-0299

Who's Who (encyclopedia skills grades 3-7)  
Tracking Down Trivia (grades 5-12)  
Rhymes, Riddles, & Research (grades 4-8)  
Developing Dictionary Skills (grades 3-8)  
Bone Up on Book Reports (grades 3-8)  
Bookends (grades 1-4)

Goodyear Pub. Co. Inc.  
1640 Fifth Street  
Santa Monica, CA 90401

Reading Rousers: 114 Ways to Reading Fun (ditto masters)



Guidance Associates  
757 Third Avenue  
New York, NY 10017

Reading for the Fun of It (filmstrip series)

H.W. Wilson Co.  
950 University Avenue  
Bronx, NY 10452

How to Use the Reader's Guide to Periodical Literature  
(pamphlet and filmstrip)

Highsmith Co, Inc.  
Hwy 106 East  
Fort Atkinson, WI 53538-0800

Catalog "Library & Audiovisual Equipment and Supplies" includes a variety of instructional materials: diagnostic tests, dup. masters, workbooks, AV kits, posters, and charts, games, etc.

Independent School Press  
51 River Street  
Wellesley Hills, MA 02181

Research and the Library: A Student Guide to Basic Techniques (textbook)

Instructor Publications  
7 Bank Street  
Dansville, NY 14437

Self-directing Library & Media Center Skills (dup. masters, grades 2-3 & 4-6)  
Library Skills Test

Intellectual Software  
798 North Avenue  
Bridgeport, CT 06606

How to Do Research (micro software)

JMC Computer Service  
1005 West Elm Street  
Lake City, MN 55041

Library Usage Skills (micro software)

JMH Software of Minnesota, Inc.  
4800 Wellington Lane  
Minneapolis, MN 55442

Dictionary Use (micro software)  
Bookshelf (micro software)  
Card Catalog (micro software)

K-12 Micromedia  
172 Broadway  
Woodcliff Lake, NJ 07675

Answering Questions Library Style (micro software)  
How to Read in the Content Areas  
Library IQ  
Library Skills  
Media Skills  
Library Search and Solve

Larlin Corp.  
P. O. Box 1523  
Marietta, GA 30061

Catalog - "Library/Media Skills Instructional Tools" includes games, tests, flashcards, filmstrip kits, posters, charts, etc.

Learnco, Inc.  
Exeter, NH 03833

(games)  
Library Games: Using the Card Catalog  
Library Games: Classifying and Finding Library Materials

Learning Tree Filmstrips  
934 Pearl Street  
Boulder, Co 80302

Doing Better in School (filmstrip kit)  
How to Use Library Media (filmstrip kit)  
Basic Dictionary Skills (filmstrip kit)

Learning Well  
200 S. Service Rd.  
Roslyn Heights, NY 11790

Library Adventure (micro software)

Library Filmstrip Center  
3033 Aloma  
Wichita, KS 67211

(filmstrip kits)  
Biography: Background for Inspiration  
Books Tell Their Story  
The Card Catalog: Dewey Decimal Classification  
Dewey Decimal Classification  
Indexes  
among others

Library Software, Co.  
P. O. Box 23897  
Pleasant Hill, CA 94523

Skills Maker (authoring program for creating library skills  
instructional disks.)

McGraw-Hill Films  
1221 Avenue of the Americas  
New York, NY 10020

The Library: Our Learning Resource Center (filmstrip kit)

McNeil Associates  
101 Glendale Road  
Exton, PA 48895

The Card Catalog  
Reader's Guide to Periodical Literature  
Dewey Decimal Classification  
General Library Terms  
Famous First Facts ( all micro software)

Media Masters  
400 W. 6th Street  
Tustin, CA 92680

Library Skills: A Workbook on Reference Materials  
Library Skills: References, Periodicals, and Pamphlets  
(filmstrip kit)  
Library Skills: The Card Catalog (filmstrip kit)

Media Materials, Inc.  
2936 Remington Avenue  
Baltimore, MD 21211

Herm Discovers the Library (cassette kit)  
Herm Examines Fact and Fiction (cassette kit)  
Worming Through a Book (cassette kit)

Media Research Associates  
1712 S.E. 23rd Street  
Salem, OR 97302

Library Skills Modules (multi-media kit)

Micro-Ed. Inc.  
8108 Eden Road  
Eden Prairie, MN 55344

Bibliography (micro software)  
Library Terms (micro software)  
Putting Books in Alphabetical Sequence (micro software)  
Encyclopedia Key Words (micro software)

Micro Learning Ware  
P. O. Box 2134  
North Mankato, MN 56001

Library I.Q. (micro software)  
Reference I.Q. (micro software)

Micro Light and Power  
12820 Hillcrest Road, #224  
Dallas, TX 75230

Library Skills: What's There and How to Find It (micro software)  
Outlining Skills (micro software)

Microcomputers in Education  
Robbinsdale Area Schools  
Independent School District 28  
Microcomputer Project  
4148 Winnetka Avenue North  
Minneapolis, MN 55427

Book Shelf (micro software)  
Book Shelf 2 (micro software)  
Card Catalog (micro software)

Milliken Pub. Co.  
1100 Research Boulevard  
St. Louis, MO 63132

Basic Library Skills (transparencies)  
Library Skills for Primary Grades (transparencies)  
Basic Dictionary Skills (transparencies)  
Reference Tools & Study Skills

Modern Curriculum Press  
13900 Prospect Road  
Cleveland, OH 44136

Using References (workbook series)

Opportunities for Learning, Inc.  
8950 Lurline Avenue, Dept. BC 83  
Chatsworth, CA 91311

Library Skills (micro software)

Orange Cherry Media  
7 Delano Drive  
Bedford Hills, NY 10507

Using the Library Media Center (filmstrip kit)

Phi Delta Kappa  
University of Maryland  
College of Education  
College Park, MD 20742

Library Skills (micro software)

Pied Piper Productions  
Box 320  
Verdugo City, CA 91046

'Literature for Children (filmstrip series)

Popcorn Publications  
Box 228E  
Canaan, CT 06018

"Let's Go to the Library" (activity book for young children) (ED 225 564)

Prentice-Hall Learning Systems, Inc.  
Englewood Cliffs, NJ 07632

Intermediate Pathways to Reading: Reference and Study Skills (dup.  
masters)

Random House  
400 Hahn Rd.  
Westminster, MD 21157

Developing Library Skills (filmstrip kit)  
Book Classes (micro software)  
Discovering Books (micro software)  
Reference Skills - Library (micro software)

Relative Teaching Concepts  
P. O. Box 8417  
Richmond, VA 23219

Calendar Clue (game)

Right-On Programs  
P. O. Box 977  
Huntington, NY 11743

Learning to Use the Table of Contents (micro software)  
Learning to Use an Index (micro software)  
Learning About Catalog Cards (micro software)  
Learning to Locate Books on the Shelf (micro software)  
Learning to Understand the Card Catalog (micro software)  
Learning to Understand the Copyright Notice (micro software)  
Biographies (micro software)  
Advanced Dewey Decimal System (micro software)  
Dictionary Skills (micro software)  
Basic Fiction Skills (micro software)  
Library Skills (micro software)

Roads  
Box 574  
Massena, NY 13662

Roads to Knowledge (game)

School & Home Courseware  
301 W. Mesa  
Fresno, CA 93704

Library Skills (micro software)

Scott, Foresman & Co.  
1900 East Lake Avenue  
Glenview, IL 60025

Reading Power (micro software)

Scholastic Book Services  
904 Sylvan Avenue  
Englewood Cliffs, NJ 07632

Reference & Research (transparencies & dup. masters)  
Getting to Know the Library (workbook series)

Scholastic Software  
P. O. Box 2002  
905 Sylvan Avenue  
Englewood Cliffs, NJ

Book Shelf (micro software)  
Book Shelf 2 (micro software)

Card Catalog (micro software)  
Dictionary (micro software)

Society for Visual Education  
1345 Diversey Parkway  
Chicago, IL 60614

Ripleys Believe It or Not (Library Research Skills) (micro software  
& filmstrip kit)  
How to Use Library Media (filmstrip kit)  
Using the Library (filmstrip kit)  
The Research Paper (filmstrip kit)  
The Elementary School Library (filmstrip series)  
The Dictionary (filmstrip series)

Spoken Arts  
310 North Avenue  
New Rochelle, NY 10801

My Library: A Library Skills Program (filmstrip kit)  
Quickwick: Your Library Guide (filmstrip kit)

Sunburst Communications  
Room WXI  
39 Washington Avenue  
Pleasantville, NY 10570

How Can I Find It If I Don't Know What I'm Looking for (micro software)  
"Libraries are for Finding Out" Series (grades 3-6 activity cards,  
dup. masters, games, etc.)  
Survival Study Skills (grades 3-6)  
"Newbery Award" Series (grades 3-8)

Tampa Instructional Center  
201 E. Linebaugh Avenue  
Tampa, FL 33612

Library Assistant Training Disk (micro software)

T.I.E.S.  
1925 W. County Road B2  
St. Paul, MN 55113

Media Skills (micro software)



Troll Associates  
320 Route 17  
Mahwah, NJ 07430

The Library Skills Box (cassette tapes, dup. masters, and guides)  
Look It Up: How to Get Information (filmstrip)  
Developing Library Skills (filmstrip kit)  
How to Use a Library (filmstrip kit)

United Learning  
6633 W. Howard Street  
Niles, IL 60648

Your Library - How to Use It - (filmstrip kit)  
Using Today's Library: A Unit of Study (filmstrip kit)

Upstart Library Promotionals  
Dept. 11, Box 889  
Hagerstown, MD 21741

posters; recognition certificates, activity books, games, etc.

Visual Materials, Inc.  
Menlo Park, CA 94025

Using the Encyclopedia and Other Reference Books (dup. masters)  
Using the Dictionary (transparencies)  
Using Your Library (workbook)

Xerox Education Publications  
1250 Fairwood Avenue  
Columbus, OH 43216

Learning to Use the Library (workbook series)

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#### Kidstuff

Guideline Press  
1307 S. Killian Drive  
Lake Park, FL 33403 12/year

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Nordling, Jo Anne. Dear Faculty: A Discovery Method Guidebook to the High School Library. Westwood, MA, F.W. Faxon, 1976.

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#### The School Librarian's Workshop

Library Learning Resources, Inc.  
61 Greenbriar Drive  
Berkeley Heights, NJ 07922 10/year



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